

SFA SITE MONITORING

(Site monitoring to be completed by LEA with multiple sites annually by February 1.)

SITE:	DATE:		
ELIGIBILITY CERTIFICATION			
	YES	NO	COMMENTS
1 Are applications and parent letters distributed to each household, including new enrollees, throughout the year?			
2 Were all direct certification benefits immediately applied?			
3 Does the system prevent overt identification of students receiving free and reduced-price benefits?			
4 If applications are approved at this site:			
a Were they approved correctly and contain all of the required information?			
b Is there a file for denied applications?			
c Were applications denied correctly?			
MEAL SERVICE			
Observe the meal service and examine the meal production records from a past month. Also observe to see if the school preplans for at least a week in advance.			
	YES	NO	COMMENTS
1 Did all observed lunches claimed for reimbursement contain the required number of food items/components and in the minimum portion sizes?			
2 Was milk in a variety of fat contents available throughout the serving period on all serving lines?			
3 Is offer versus serve properly implemented?			
4 Is the method of menu planning properly implemented?			
5 Does the serving size correspond to the planned/analyzed menus?			
6 Are menus prepared according to standardized recipes?			
7 For site based management, have locally purchased products and standardized recipes been entered into the data base correctly?			
8 Does the site complete and maintain meal production records?			
9 Do production records indicate that all required food items/components were offered?			
10 Are substitutions recorded and dated?			
11 For students with special dietary needs:			
a Were prescribed meals provided?			
b Does the site have proper documentation on file to show that meals can be reimbursed, if the meal does not meet the required meal patterns?			
c Are the food service staff aware of any and all special dietary needs and do they know what to do in case of an emergency?			

DAILY AND MONTHLY MEAL COUNT

Examine and validate by adding totals for one month's report of reimbursable meals. Compare with report that is submitted to the district for consolidation of all sites in preparation of the monthly claim. Observe how the meal count is totaled and how the edit check (if done at site) is being completed after the meal service.

	YES	NO	COMMENTS
1 Is the method used for counting reimbursable meals in compliance with the approved <i>point of service</i> requirement? (Meal counts must be taken at the location where complete meals are served to children.)			
2 Is the <i>point of service</i> meal count used to determine the school's claim for reimbursement?			
3 Is the person responsible for monitoring meals correctly identifying reimbursable meals for the menu planning option selected by the SFA?			
4 Is the school correctly implementing policies for handling the following (as applicable):			
a. Incomplete meals?			
b. Second meals?			
c. Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, PINs?			
d. Visiting student meals?			
e. Adult and non-student meals (and identifying program vs. non-program)?			
f. A la carte?			
g. Student worker meals?			
h. Field trips?			
i. Charged and/or prepaid meals?			
j. Offer vs. Serve?			
5 Is there a method of identifying non-reimbursable meals (i.e. not meeting meal pattern requirements, seconds, adult meals, etc.), distinguishing them from reimbursable meals?			
6 Is someone trained as a backup for the monitor and meal counter?			
7 Are there procedures for meal counting and claiming when the primary counting and claiming system is not available and do staff know when and how to implement it?			
8 Are daily counts correctly totaled and recorded?			
9 If claims are aggregated, are the meal counts correctly totaled and consolidated?			
10 Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim for reimbursement is made? Record today's meal counts by category and compare them to the number of students eligible by category:			Number of Students Approved by Category: Free: Reduced: Paid:
			Today's Meal Counts by Category: Free: Reduced: Paid:

	YES	NO	COMMENTS
11 Does the system prevent overt identification of children receiving free or reduced-price meals?			
NOTE: THE FOLLOWING TWO QUESTIONS ARE FOR ALL SFAs EXCEPT FOR SFAs ON PROVISION 2 OR 3 IN NON-BASE YEARS OR RCCIs WITH ONLY RESIDENTIAL CHILDREN:			
12 Is a current eligibility list kept up-to-date and used by the meal count system to provide an accurate daily count of reimbursable meals by category (free, reduced price, paid)?			
13 If applicable according to 7 CFR 210.8(a)(3), are edit checks completed and documented which compare the daily counts of free, reduced price and paid lunches against the product of the number of children currently eligible for free, reduced price and paid lunches, respectively, times an attendance factor (and any discrepancies accounted for)?			
FOODS OF MINIMAL NUTRITIONAL VALUE			
	YES	NO	COMMENTS
1 Are foods of minimal nutritional value accessible to students in the food service and dining areas during the meal service period in: vending machines, or through school group fundraising, or any other group?			
2 Are any foods of minimal nutritional value being purchased for sale outside a meal period or outside a food service area during meal periods? (These purchases must be self-sustaining.)			
3 Are there competitive foods (food sold in competition with the Program) sold to children in the food service areas during the meal service?			
4 If competitive foods are sold, does the income from such food accrue to the benefit of the nonprofit school food service account or to the school or student organizations approved by the school?			
SANITATION ISSUES			
	YES	NO	COMMENTS
1 a Has the school received two annual health dept. food safety inspections?			
b Have violations been corrected?			
c Is the current inspection visible to the public?			
2 Are food items stored properly (on shelves or pallets up off the floor and away from walls)?			
3 Are thermometers present in storage areas?			
4 Are correct temperatures maintained? Ranges: dry = 50-70, cooler = 36-40, freezer = -10-0			
5 Are proper sanitation procedures followed during prepreparation, serving and cleanup of the meal?			
6 Are all areas (storage, meal prep., serving and eating) of the food service facility clean?			

CIVIL RIGHTS			
	YES	NO	COMMENTS
1	Is the civil rights poster displayed where it is visible to recipients?		
2	Is the correct nondiscrimination statement included on all material that is sent to parents and the public?		
3	Are foreign language translations available when a significant number of persons speaking only a foreign language is in the school population?		
4	Are procedures established to receive complaints alleging discrimination?		
5	Have there been any written or verbal complaints alleging discrimination? If yes, have these complaints been reported to the State agency?		
6	Do admission procedures restrict enrollment by minority persons?		
Site Summary			
Commendations:			
Site Requests:			
Corrective Action Items: (Follow-up review required within 45 days.)			
Corrective Action Due Date:		Completed (Date & Initial):	
Signature of Site Manager:		Date	
Signature of District Supervisor/Coordinator:		Date	